

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento 95814



September 2, 1976

ALL-COUNTY LETTER NO. 76-115

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: QUARTERLY REPORT ON PUBLIC WELFARE EMPLOYEES (FORM GEN 773)

REFERENCE: PERSONNEL MANAGEMENT MEMO 41-08C

This is a follow-up to the telegram sent to you on June 3, 1976 in which you were notified of the immediate discontinuance of the Quarterly Report on Public Welfare Employees, Form GEN 773. This report has been replaced by the implementation of a statewide Employee Data Collection-Storage and Retrieval System for county welfare departments.

This first phase of this system was implemented by your submission of employee census data on Temporary Form 1081, Ethnic Census-Current Employees. Subsequent reporting procedures for monthly employee personnel transactions update data are covered in the Employee Data Collection-Storage and Retrieval Manual forwarded to you under PMM 41-08C, dated May 7, 1976. A supply of Form IMS-43, Full-Time Employee Personnel Transactions Summary Data Sheet, has been forwarded for your use in preparing this report.

The personnel transactions summary data will provide information necessary for updating departmental work force data, thereby eliminating the need for submission of the GEN 773.

The first report for transmittal of employee personnel transactions data was due June 16, 1976. The data should cover all personnel transactions occurring during the month of May. Completed data summaries should be forwarded to:

Merit System Services
Affirmative Action Unit
909 - 12th Street, 2nd Floor
Sacramento, CA 95814

Should you have any questions, please contact the Affirmative Action Unit of Merit System Services at (916) 322-3760.

Sincerely,


GARY G. ADAMS
Deputy Director

cc: CWDA

GEN 654 (2/75)